



Personnel Officer III

Characteristics of Work

This is administrative work with responsibility for directing all phases of personnel work in an agency or department. Incumbents are required to exercise considerable independent judgment as to detailed procedures in carrying out personnel policies, rules and regulations. The work is done in accordance with department rules and procedures and recommendations are subject to technical or administrative approval, but there is considerable latitude for judgment in giving advice and providing accurate and adequate information as to staffing requirements. The work also includes liaison between various units, divisions and departments, regarding certification of eligible applicants for appointment, promotion, transfer and other personnel transactions. Work assignments are usually general in nature and are received from higher administrative officials. Supervision is generally exercised over subordinate personnel.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Supervises the administration of an agency or department's personnel program in carrying out the rules, regulations and policies under which it operates.

Consults with administrative superior on technical personnel administration matters.

Maintains liaison between the department and other departments or agencies of state government.

Interprets the laws, rules, and regulations to department officials and employees involving problems of classification, pay, layoffs, suspension, dismissals, leave, reinstatements and reemployment.

Interviews candidates for employment, makes investigations and recommendations for appointment and supervises the induction and orientation of new employees.

Participates in fringe benefit studies and meetings to maintain and expand benefits of hospitalization insurance, life insurance, salary schedule and Workers Compensation Insurance.

Counsels employees, arbitrates disputes, analyzes employee grievances and attempts to correct the situations that are causing friction and dissatisfaction.

Counsels with division heads and district units on their personnel needs and problems.

Supervises and assists in development of self-education courses and other educational programs.

Makes recommendations concerning staffing, training, temporary appointments, salary increases and other matters.

Prepares organizational charts, tables, and reports of personnel action activity.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Supervises administration of a division, department or agency's personnel policies in such areas as recruitment, selection, promotion, classification, compensation, performance appraisal, staffing, grievances and/or terminations.
2. Interprets rules and regulations pertaining to the above subjects and advises supervisor and others regarding same.
3. Researches and prepares reports on technical personnel issues.
4. Participates in studies and meetings to maintain and expand services and policies when requested to do so.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in personnel management, public administration, or a related field.

AND

Experience:

Two (2) years of experience in work related to the above described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in personnel management, public administration, or a related field.

AND

Experience:

Three (3) years of experience in work related to the above described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Seven (7) years of experience in work related to the above described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

Substitution Statement:

Related education and related experience may be substituted on an equal basis except there shall be no substitution for the demonstrated experience required above.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.